

RECORD OF PROCEEDINGS  
Austinburg Township

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held January 19, <sup>19</sup> 2016

The regular meeting of Austinburg Township held January 19, 2016 was called to order at 7:30pm. Trustees Burke, Kusar, Dutton, Ted, Ginny Seifert, David Thomas, Al, Pat Yarbrough, and Rob Lapuh were present.

Res. 173-16 John moved to approve the minutes of the previous meeting as presented. Jerry seconded. The roll; Dutton, aye. Burke, aye. Kusar, aye.

Res.174-16 Jerry moved to pay the bills as the lawful obligation to the township. John seconded. The roll; Burke, aye. Kusar, aye. Dutton, aye.

Receipts totaled \$2,156.11. Expenses totaled \$12,367.95.

Res. 175-16 Jerry moved to pay the bill for the EMA Bomb Squad and Search and Rescue services at a total of \$83.49. Byron seconded. The roll; Burke, aye. Kusar, aye. Dutton, aye.

Res. 176-16 Byron moved to reappoint Doug Grout to a five year term on the ZBA. John seconded. The roll; Burke, aye. Kusar, aye. Dutton, aye.

Res. 177-16 John moved to accept the new Zoning Secretary job description and terms and to rescind the previous job description that was in place. Byron seconded. The roll; Burke, aye. Dutton, aye. Kusar, aye.

Res. 178-16 Jerry moved the trustees hire Pat Yarbrough who submitted her letter of interest and resume, as zoning secretary. John seconded. The roll; Dutton, aye. Kusar, aye. Burke, aye.

Ted Seifert stated an application will be coming in from Grand River Academy for a map change for their property to Educational District.

Byron reported he spoke with Janice Sweitzer regarding the old gas station property assessment. It was considered a Class C so she can now apply for funding for clean-up.

Byron submitted the NAD report for the township files.

Byron stated he felt the roadmen did a good job with snow plowing during the latest storm. He also said he will be out of town from February 16 to March 3.

Byron said he spoke with Assistant prosecutor Catherine Colgan a bit about the easement agreement from Koski Co. Jerry mentioned the board should maybe speak with County prosecutor Nick Iarocci directly about this matter.

John addressed employee evaluations. At the last meeting he gave the board sample evaluation forms. One way to conduct this process is the employees fill out their own form and give to the trustees and discuss. Another method is Road Supervisor Mike Petro fills out evaluations for Bill Wilms and John Luban and the trustees evaluate Mike Petro. These are to be placed in the personnel files and can be referred to when discussing wage increases, etc.

Res. 179-16 John moved the board evaluate employees annually. The road supervisor is to evaluate the employees and the trustees will evaluate the supervisor. This process is to begin in 2016. Byron seconded. The roll; Kusar, aye. Burke, aye. Dutton, aye.

John also addressed a "look-ahead" form for the road department. It is a synopsis of work projects planned each week. Pete is to fill this out and it is to be placed up in the township office for the trustees on Mondays. He will bring a copy of his suggested form over to the road garage so Pete may review it. John stated he feels once it is used and the men are used to it, productivity will increase.

Res. 180-16 Byron moved David Thomas may purchase 2 digital recorders at a cost of \$48.48 each. One to be used by zoning meetings and one to be used for the township meetings. David will pay for these and submit the bill to be reimbursed. John seconded. The roll; Dutton, aye. Burke, aye. Kusar, aye.

Res. 181-16 Jerry moved to adjourn the meeting at 8:15pm. Byron seconded; meeting adjourned.

*Barbara Schaab*